

# TENNESSEE NON-RESIDENT APPRAISER APPLICATION FOR TEMPORARY PRACTICE

Mailing Address: Appraiser Commission, 500 James Robertson Parkway, Nashville, TN 37243-1166  
Temporary Practice Fee: \$150 per Assignment (non-refundable), made payable to "State of Tennessee".  
No more than six (6) temporary practice permits will be issued to an applicant within one (1) calendar year.  
Temporary Practice Permit Valid for Six (6) months from approval date. One extension may be requested in writing.

The State of Tennessee will recognize temporarily the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature. The appraiser registers with the state appraiser regulatory board or agency of the temporary practice state before beginning the assignment, and pays the required temporary practice fee. The temporary practice permit is only valid for a single appraisal assignment within the State of Tennessee. A single appraisal assignment may include one or more properties under one contract for a single client.

## THE TEMPORARY PRACTICE PERMIT IS FOR:

☐ State Licensed Appraiser    ☐ State Certified Residential Appraiser    ☐ State Certified General Appraiser

## INSTRUCTIONS: Please type or print legibly in ink the following information and:

- Complete and submit this application and the attached Affidavit and Consent to Service of Process forms (notarized) to the temporary practice state: State of Tennessee.
- Include the appropriate fee (\$150) made payable to "State of Tennessee"; and
- Complete any supplementary requirements of the state issuing the temporary practice permit.

☐ Mr. ☐ Ms.

Name: \_\_\_\_\_  
Last First MI

Residence Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

E-Mail Address \_\_\_\_\_

Telephone Numbers: ( ) ( )  
Business Home

Fax Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Resident State: \_\_\_\_\_ Resident State Appraiser License Number: \_\_\_\_\_

If you answer “yes” to any of the following questions, you must submit a written explanation and official documentation as attachments to your application:

1. Have you ever entered a plea of nolo contendere, or been found guilty of, or been “convicted” of a misdemeanor or felony (do not include minor traffic violations)?  
Yes\_\_\_\_\_ No\_\_\_\_\_
2. Have you or any partnership or corporation in which you were a legal or financial participant ever been disciplined, sanctioned, or fined AND/OR had a license, certificate or registration suspended, revoked, surrendered or resigned by the board or agency issuing the license, certificate, or registration?  
Yes\_\_\_\_\_ No\_\_\_\_\_
3. Have you ever had an application for a real estate appraiser license or certification or an application for a non-resident temporary practice registration or permit been denied?  
Yes\_\_\_\_\_ No\_\_\_\_\_

**THE APPRAISAL ASSIGNMENT:**

Name of Client: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Specific Property Address(es) to be appraised (including city, county and state): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of property being appraised. (i.e. Industrial Bldg., Farmland, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project beginning date (cannot be prior to application): \_\_\_\_\_ Project end date: \_\_\_\_\_

\_\_\_\_\_

## AFFIDAVIT OF APPLICANT

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I affirm that I have read and agree to comply with all provisions of the State of Tennessee laws and rules governing real estate appraiser licensing and certification. I acknowledge that my failure to make a full and accurate disclosure of any information requested herein may result in the denial of, an/or revocation of, my application for temporary practice.

I agree to provide additional information or documentation that may be deemed necessary by the state issuing the temporary practice permit to verify information I have disclosed in the application.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association in this or any other state, or its representatives, to furnish to the state issuing the temporary practice permit, any information bearing upon my background for honesty, trustworthiness, integrity, and competence to transact business as a real estate appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of any convictions for misdemeanors and/or felonies, the circumstances involved in any such convictions, and the suspension, revocation, or surrender of any license authorizing me to engage in any profession or occupation.

I acknowledge that I understand that the state issuing my temporary practice permit may have requirements for temporary practice in addition to this application and that it is my responsibility to comply with the requirements in that state.

I hereby agree to develop my appraisal and issue my appraisal report in conformance with the edition of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time that the appraisal report is issued.

I hereby swear (or affirm) that I am in good standing in all states that I currently hold a real estate appraiser license or certification, that the foregoing statements are true and correct to the best of my knowledge and belief, and that I have not suppressed or excluded any information that may have a bearing on this application.

**I understand that I am not allowed to practice real estate appraisal activity in the temporary practice state until my application is approved and I am issued a Temporary Practice Number.**

Must be signed in the presence of a Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

STATE OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me \_\_\_\_\_,

Personally appeared \_\_\_\_\_ and proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he or she executed it.

SEAL

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

# CONSENT TO SERVICE OF PROCESS FORM

KNOW ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_ am a non-resident of the state of Tennessee, and I am an applicant before the Real Estate Appraiser Commission of the State of Tennessee for a real estate appraiser temporary practice permit.

I agree that my acceptance of a temporary practice permit issued by the State of Tennessee is equivalent to an appointment by me of the administrator, director or designee of the board or agency as my agent for service of in lawful summons, process or pleading in any action or suit against me in any Court in the state issuing the temporary practice permit arising out of my activities as a certified or licensed appraiser. I further agree that service so made upon the administrator, director or designee of the board or agency shall have the same legal force and validity as if service had been made on me personally in this state provided that:

1. Notice of the service and a copy of the summons, process or pleading is sent by registered mail by the plaintiff or the plaintiff's attorney to the defendant, at the most recent address furnished to the board or agency by the non-resident licensee or to the non-resident licensee's last-known address: and
2. An affidavit of the plaintiff or the plaintiff's attorney of the mailing is appended to the summons, process or pleading and entered as a part of the return thereof.

I, \_\_\_\_\_ do hereby certify that records of my real estate appraisal activity conducted in the State of Tennessee which issues the temporary practice permit will be kept at the following address: \_\_\_\_\_, and that they will be available to the board or agency administrator, director or designee during normal business hours.

In witness whereof, applicant or license or certificate holder has subscribed his or her name hereto this \_\_\_\_day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Applicants Signature

STATE OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared and proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he or she executed it.

SEAL

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

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## Temporary Practice Application

**A separate application is required for each licensed/certified appraiser signing the report. The application fee is \$150 per assignment.** Please send a check or money order payable to the State of Tennessee. Without the above items, the application cannot be processed.

Temporary permits are valid for six (6) months to complete the assignment. Upon written request, an extension may be granted for up to six (6) months after the original expiration date of the permit. Any new assignments will require a separate application. **There is a maximum of six temporary assignments per calendar year.**

The licensed/certified appraiser who applies for the temporary practice permit must inspect the subject property.

**The applicant must list the physical location of all properties in conjunction with the assignment (full address or adequate location description; type of property i.e., commercial building, land, residential home, etc.; and name of client on the application form.**

A copy of the real estate appraiser rules may be found at the Web site [www.state.tn.us/commerce/boards/treac](http://www.state.tn.us/commerce/boards/treac) (click on Laws, Rules, and Policies).

If you should have any questions, please contact the Real Estate Appraiser Commission office.

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